

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Justification of Word Processing Equipment

FROM:

D/ODP/DDA

2-D-00 HQS. ☐

EXTENSION

NO.

DATE

21 APR 1981

STAT

TO: (Officer designation, room number, and building)

DATE

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. *EO/DDA* 7D24, Hq.

21 APR 1981

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Attached is a one-page statement of our concerns about GSA's rules governing acquisition of word processing equipment, for use in Wednesday's discussions with Mr. G. Carmen.

2. *ADDA*3. *DDA*

23 APR 1981

*mb*4. *ADDA (fyi)*

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 Bruce T. Johnson

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*cy given to
Jerry Carmen, GSA
4/22/81*

20 April 1981

REQUEST FOR RELIEF FROM GSA REGULATIONS FOR JUSTIFYING
WORD PROCESSING EQUIPMENT ACQUISITIONS

Problem

Advancing technology in the word processing equipment (WPE) field has increasingly blurred the distinction between WPE and automatic data processing equipment (ADPE). In a February 1980 GSA Bulletin (Federal Property Management Regulation (FPMR) A-75), GSA recognized this and reclassified WPE as ADPE for management purposes. However, GSA saw fit to require that determination of need for WPE (i.e., justification) be governed by the rules set forth in the Archives and Records subchapter of the FPMR's (FPMR 101-11.9). These rules promulgated by the National Archives and Records Services Administration (NARS) require that WPE be justified as a typewriter replacement on the basis of savings in typing time. Our view is that this approach is technologically out-of-date and does not recognize that WPE ideally is used as part of an integrated office automation network. An office automation network offers capabilities such as electronic mail, automated registries, access to printing and publishing facilities, electronic filing, etc. Use of WPE is, in fact, a method for capturing keystrokes, which is the first step in automated information resources management. The current NARS procedures take a much narrower, frankly old-fashioned view. Currently four (4) ODP personnel are required to perform the NARS justification studies. If WPE were treated as ADPE, without regard for the NARS procedures, these resources could be largely redirected to office automation studies. WPE would then be justified on the basis of the overall benefits to be derived from attaching an additional workstation to the office automation network and not exclusively for its value as a typewriter replacement. Thus, if relief from the NARS procedures were obtained for CIA, a more realistic justification procedure could be used for WPE as well as significant personnel savings achieved.

Request

That the Administrator of GSA grant CIA authority to treat WPE as falling exclusively within the existing CIA delegation of procurement authority for ADP. Specifically, the CIA be relieved from following NARS justification procedures (FPMR 101-11.9) for acquiring WPE and be permitted to follow the ADP procedures outlined in FPMR 101-35.